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DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES
MM-1   MASTER FILE

MEMORANDUM FOR   Barbara Lo Presti
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Through: Howard Hogan
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From: John Chesnut
                        Statistical Requirements Staff
                        Decennial Statistical Studies Division

Subject: Data Processing Requirements for the Local Census Office
                        Delivery of Undeliverable as Addressed Questionnaires Operation

I.   INTRODUCTION

In anticipation of significant numbers of Undeliverable As Addressed (UAA)
questionnaire packages from the United States Postal Service (USPS), Field Division is
conducting a Local Census Office (LCO) delivery operation of the questionnaires. The
USPS will hold UAA questionnaires at their Sectional Center Facilities (SCF). The
LCOs will pick up all UAAs held at the SCF for specific ZIP Codes previously
designated to that LCO. The LCO will check in the UAAs and assign them for
distribution by Census staff. The UAAs not assigned for redistribution and any UAAs
not delivered will be checked out and sent to the National Processing Center (NPC).

Any questions related to this memorandum should be directed to James Treat on (301)
457-4296 or John Chesnut on (301) 457-8025.

II.   REQUIREMENTS

In order for the Decennial Statistical Studies Division (DSSD) to conduct an accurate
evaluation of the LCO delivery of UAA questionnaires, data output requirements must be
included in the process flow of the operation. As part of the check-in and check-out of
UAAs at the LCOs, the Technology Management Office (TMO) will maintain an LCO
census ID level file with UAA check-in and check-out date information. The Regional
Census Center (RCC) will host the file of census IDs for all the mailout/mailback

addresses in the ZIPs assigned to that RCC. The LCOs within that RCC have access to the file through the OCS 2000 system. At the time of check-in and check-out, the census ID will be checked against the census ID data through the OSC2000 to verify a valid census ID. If the census ID is valid, the check-in field or a separate check-out field is filled with the most recent date of check-in/out. The check-in/out is performed by wanding of the bar code or keying of the census ID.

The check-in of UAA non-English questionnaires should be considered invalid and excluded from the LCO delivery operation. Non-English questionnaires are requested by respondents who received an advance letter. Since the letter was received at the address we are assuming these cases are not UAAs and will not be included in the distribution.

The DSSD requests that TMO provide an OCS2000 output file, which includes the UAA check-in and check-out dates for each census ID processed during the operation. This file includes only the census IDs for which a change in check-in/out status took place. See the attachment for the layout of the check-in/out file.

In addition to the TMO requirement, DSSD requests that the Decennial Systems and Contracts Management Office (DSCMO) update the UAA variable on the Decennial Master Address File (DMAF) using output files from the OCS2000 system and from the scanners at NPC. The UAA variable must contain the following flag information:

Flag	NPC Check-in Status	LCO Check-in Status	LCO Check-out Status	UAA Sample
A	No	No	No	No
B	Yes	No	No	Yes
C	Yes	No	No	No
D	Yes	Yes	No	Yes
E	Yes	Yes	No	No
F	Yes	Yes	Yes	Yes
G	Yes	Yes	Yes	No
H	Yes	No	Yes	Yes
I	Yes	No	Yes	No
J	No	Yes	No	NA*
K	No	No	Yes	NA
L	No	Yes	Yes	NA
Z**	NA	NA	NA	NA

* NA = Not Applicable
** Z = Not Enough Address information - Excluded from the Mailout

Note that this flag information is to be set only from English questionnaires returned as UAA. "In UAA Sample" and "Out of the UAA Sample" refers to the 200,000 UAA sample that will be selected in NPC prior to the check-in of the UAAs. Specifications for selecting this sample are to be outlined at a later date.

Attachment

cc:

DSSD Census 2000 Procedures and Operations Memorandum Series List

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ATTACHMENT

LCO UAA Check-in/out File Layout

This documents the proposed layout for the LCO UAA Check-in/out file transferred from Technologies Management Office (TMO) to Decennial Statistical Studies Division (DSSD). The one time file should be delivered at the end of the LCO UAA delivery operation after check-out has been completed, one file per Regional Census Center (RCC).

Location	Data Items/Values	Field Length/Type
1:4	LCO	5 numeric
5:26	Census ID	22 numeric
27:34	Check-In Date 00000000 = Initial value mmddyyyy = date of UAA Check-In	8 numeric
35:42	Check-Out Date 00000000 = Initial value mmddyyyy = date of UAA Check-Out	8 numeric